



## COMMUNITY DEVELOPMENT DIVISION FREDERICK COUNTY, MARYLAND

### *Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309 • TTY: Use Maryland Relay Services

## **Expedited Commercial Permit Process – No Construction**

*Revised December 15, 2011*

**Applications that do not involve plumbing are accepted Mon. – Fri. between 8:00 A.M. and 3:00 P.M.**  
**Applications that involve plumbing are accepted Tues. – Weds. – Thurs. between 8:00 A.M. and 11:00 A.M.**

### **Purpose**

As part of the Board of County Commissioners' commitment to assist businesses and in accordance with their strategic plan goals and objectives, the County has initiated an expedited permitting process for commercial occupancies. The initiative will provide a number of benefits to businesses and building owners and will give Frederick County a competitive advantage in attracting and retaining businesses. It is an accelerated permit review and approval process that is designed to allow applicants to walk-through an application and has been developed to assist those eligible projects in receiving a building permit during a single "while you wait visit". The process is available to anyone whose project meets the established criteria.

### **Eligibility Guidelines**

The majority of tenant occupancy applications that do not involve construction work will be eligible for the Expedited Commercial Permit Process, if the application is for occupancy that:

- Is for a proposed use listed in the Use Table of the Zoning Ordinance or it is determined by the Zoning Administrator that the proposed use is permitted due to its similarity to a particular use permitted within the zoning district. If the proposed use is not listed in the Use Table of the Zoning Ordinance, it is recommended that the Applicant obtain prior verification from the Zoning Administrator that the proposed use is permitted within the specific zoning district.
- Does not involve a change in use that is not allowed by the Zoning Ordinance.
- Does not result in an increase in density or intensity of the site that would require APFO testing. If there is any question relating to a potential increase in density or intensity of the site or in regards to an APFO impact, it is recommended that the Applicant obtain prior verification from the County Traffic Engineer.
- Does not propose or require any change exterior to the tenant space, unit or suite (i.e. to the site) including changes to the required parking.
- Does not have any outstanding violations or pending "special exceptions" attached to the tenant space, unit or suite requesting alteration or occupancy that would require prerequisite conditions being met before permit issuance.
- Does not change the International Building Code (IBC) occupancy classification
- If the property is within a municipality, the applicant has confirmed with the municipality that they will be able to accommodate their review as an expedited walk-through.

### *Notes:*

- (1) *If the commercial interior alteration or occupancy has a complex design or requires structural modifications, it may require a more extensive review. These projects may not be eligible to be expedited and will be processed through the regular commercial plan review process.*
- (2) *If the proposed use involves food service to the general public, an additional separate review process may be required by the Frederick County Health Department (FCHD)-Environmental Health Services.*

## **Submittal Requirements**

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1. Print out of the Maryland Assessments Real Property Data for the property. Please refer to the following link for this information ([www.dat.state.md.us](http://www.dat.state.md.us)).
2. One (1) copy of a site plan, plot plan or sketch plan that shows the existing building and site conditions. If there are multiple tenant spaces for the building, indicate the location of the proposed tenant space.
3. Three (3) copies of the proposed floor plan of the tenant space. The drawing does not need to be done by an Architect. Include a key plan indicating where the proposed tenant space is within the building.
4. Completed Building Permit application for Non-Residential Tenant Occupancy (No Construction). The application is available on the Permits and Inspections website: [www.FrederickCountyMD.gov/permit](http://www.FrederickCountyMD.gov/permit).
5. If the property is located within a municipality, paperwork is needed from the municipality that approves the use and occupancy (zoning) requested. Contact the municipality for details. Municipal contact information is available from the County Permits office, or the website referenced in #4 above.
6. Payment of fees. Check or cash is accepted. Checks should be made out to the Treasurer of Frederick County.

## **Process**

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1. **Customer Intake:** A Customer Service Technician will review the submittal requirements with the Applicant to make sure everything that is required is being provided. The Technician will assist the Applicant in obtaining any missing information when possible. The Technician will also provide coordination to ensure staff is available to expedite the review and processing.
2. **Application:** A Permit Technician will review the completed permit application process, the permit data, calculate the fees, generate an invoice and issue the “walk-through” paperwork to the Applicant. The Technician will work with the Applicant to clarify and complete any paperwork as needed. The fees will be paid at the Treasurer’s Office, located in the same building.
3. **Reviews:** While the applicant waits, the application and information is distributed to the appropriate Reviewers. The Zoning Planner will review for the use that is proposed. After receiving approval from the Zoning Planner, the Building Plans Examiner, will review the submitted plans to evaluate code compliance with both the building code and the life safety code. If plan revisions are not significant, the plans will be released with appropriate conditions of approval noted on the plans.
4. **Permit Issuance:** Upon successful completion of the reviews, the plans and permit documents are processed by a Permit Technician, who then issues the building permit and releases the approved permit packet to the Applicant.

## **FAQ’s:**

### **When are Walk-Through Permit Applications involving no construction accepted?**

- All applications must be made in person and are processed on a first come, first served basis, Monday through Friday between the hours of 8:00 am. and 3:00 p.m., excluding holidays. Appointments can be scheduled in advance but are not required.

### **Where are applications accepted?**

- The Department of Permits and Inspections, 30 North Market Street, Frederick, Maryland 21701. See the Frederick County website for directions: [www.FrederickCountyMD.gov](http://www.FrederickCountyMD.gov). The main

department telephone number is 301-600-2313. A limited amount of free parking is available to the rear of the building. The parking lot can be accessed from either Market Street or Patrick Street.

### **Who may apply for the permit?**

- The property owner, licensed contractor, design professional, or the owner's agent. An owner's agent other than a licensed contractor or design professional, (such as the proposed Tenant), must be authorized by the owner to make application.

### **What are the fees?**

- **Commercial occupancies that do not involve construction**

○ Filing fee	\$ 25.00
○ Life Safety fee	\$110.00
○ Zoning fee*	\$ 40.00
○ Automation Enhancement fee	\$ 10.00
<b>Total application fee</b>	<b>\$185.00</b>

**\*If property is within a municipality, the Zoning fee does not apply, and the Total is \$145.00**

### **What types of inspections are required after the permit is issued?**

- For **commercial occupancies that do not involve construction**, a single combination inspection will be performed for compliance. We offer next day inspection if the request is received by 2:00 p.m. on the business day prior to the date when the inspection is needed. This inspection will confirm that the proposed occupancy is established and the minimum occupancy requirements have been met. A checklist for the inspection will be included in the issued permit packet.

### **What is needed for Occupancy?**

- Upon completion of the inspection process, a Certificate of Occupancy will be issued, usually within 24 hours. Receipt of this document concludes the process and allows for legal occupancy of the space.

### **Other helpful contact information:**

- **Food Service:** When Food Service is involved, contact Environmental Health Services Food Control Office at 301-600-2542 for additional requirements and inspections to be obtained prior to occupancy. Visit their web page at: <http://www.FrederickCountyMD.gov/index.asp?NID=75>)
- **Business License:** The Clerk of the Circuit Court issues business licenses. For information, call 301-600-1976.
- **Liquor License:** The Liquor Board issues liquor licenses. For information visit their webpage: <http://www.FrederickCountyMD.gov/index.asp?NID=1291> or phone 301-600-2984.